

**Central Washington University Funding Request Packet**

*\*All funding, even if approved, is only subject to be awarded if the person(s) requesting adhere to the funding policy outlined in the Funding Packet Instructional Document.*

**Club Senate (Maximum of \$2000 per club per year)**

-Eligible if recognized ASCWU Club

**Equity Service Council (Maximum of \$3500 per Org per year)**

-Eligible if a recognized ASCWU Organization

**Student Academic Senate (\$1500 per request or \$300 per individual when under 5 individuals affected.)**

-Eligible if you are requesting funds for academic related expenses.

**S&A (No Maximum per request - Requests above \$25,000 will need the Board of Trustees approval)**

-Eligible for any currently enrolled student and/or that benefits any student activity.

**Section A: Preliminary Information**

Reason for Requesting (Travel, Event, Materials, etc...)	
Person/Group Requesting:	
Contact Person:	Date:
Phone number:	Email address:
<p>Please check the box(es) from which source you are requesting and specify the amount. (Multiple sources may be selected)</p> <p> <input type="checkbox"/> Club Senate:\$_____             <input type="checkbox"/> Equity Service Council \$_____         </p> <p> <input type="checkbox"/> Student Academic Senate: \$_____             <input type="checkbox"/> Services &amp; Activities \$_____         </p> <p>Please specify below any other funding sources and their amounts that will go towards this request (Ex: Career Services, Fundraising, Donations, Departmental Support etc...)</p>	
Do you have S&A base budget funding?  <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you have an ASCWU Club account?  <input type="checkbox"/> YES <input type="checkbox"/> NO  Amount in your club account: \$_____

**Section B: Proposed Budget**

*(provide the committee with a budget outlining all revenue and expenses.)*

Revenue Source	Amount	Anticipated Expenses	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

<b>Total Revenue</b> from all sources	\$	<b>Total Expenses</b> of the project/event	\$
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*Budget Explanation if Needed:*

*Budget Reviewed by Student Fund Financial Manager*

*Signature \_\_\_\_\_ Date*

Please provide the details below associated with your Funds Request

**Who?**

(Who is going/offering the event, name of organization or club and number of students participating)

**What?**

(describe what you are doing, be as specific as possible)

**Where?**

(What is the location or destination associated with the Funds Request)

**When?**

(Dates associated with the Funds Request)

**How will funding this request benefit the students of CWU?**

(What are the learning objectives/intended outcome/impact)

## **Funding Packet Instructions**

**Section A:** Please input your basic information and select what sources you are requesting from. Please include the amount you are requesting from each. Please be sure that if you are eligible you have included SAS, Club, or ESC in your funding request before requesting from S&A.

**Section B:** Please provide a budget outlining all the anticipated revenue and all anticipated expenses to the best of your ability and knowledge.

**Section C:** Please fully outline the details associated with your Funds Request.

**\*When you have filled in your funds request please return to Student Involvement office SURC 250. Your packet will be processed and you will be notified of next steps via e-mai.**